



## **OFFICE ASSISTANT**

Goshen, IN 46528

## **JOB TYPE**

Full-time

## **POSITION SUMMARY**

The Elkhart County 4-H & Agricultural Exposition is seeking an office assistant to assist with guests and general office operations. This position provides administrative support for year-round operations and the Elkhart County 4-H Fair.

## **RESPONSIBILITIES AND DUTIES**

- Handling and directing phone calls and answering guest questions.
- Assist with filing tasks and data entry as needed.
- Take camping reservations, check in campers when they arrive, and assist with campground operations.
- Other duties as assigned.

## **REQUIRED SKILLS**

- Good oral and written communication skills.
- Proficient computer skills, including Microsoft Word and Excel.
- Excellent customer service skills, guest relation skills, and etiquette.
- Must be self-motivated and able to work in a fast-paced environment.
- Demonstrate mature judgement and professionalism in handling all matters.

## **HOURS OF WORK**

- Individual must be able to regularly work 40 hours per week, Monday-Friday 8:00 a.m. to 5:00 p.m. as well as some Saturdays in the months between May and October.
- Overtime hours are available at various times throughout the year and may be required during peak operations.
- Scheduled time off is not available during June - August annually.

## **INTERESTED APPLICANTS MAY SEND RESUMES TO:**

Chris Gillam

Interim General Manager

Chris@4hfair.org

*All employees of the Elkhart County 4-H Fair & Agricultural Exposition, Inc. are expected to be constant team players. It is our goal to provide excellent customer service and host the best events in the nation, including the annual Elkhart County 4-H Fair.*